

CONGREGATIONAL MEETING MINUTES  
UNITARIAN UNIVERSALIST CONGREGATION SANTA ROSA  
February 7, 2016

**Quorum count** – confirmed

**Call to order**- By UUCSR BOT President, Susan Bartholome at 11:15 a.m.

**Opening Words** by Intern Minister, Millie Phillips taken from reading #444, This House. Chalice was lit.

**Agenda review** – no additions or suggestions. Approved.

**Minutes review** from Fall Congregational meeting – No corrections or additions. Approved as submitted.

**Parliamentarian** for the day: Ellen Skagerberg; **Recorder:** Sharon Smith

**Special thanks** to Erin Houseman for the slides; Daniel Reid for sound; Andy Levine and Eric Fischer for mikes.

**Board of Trustees members:** Susan Bartholome, President; Bill Haigwood, Vice President; Marilyn Beckerbauer, Tom Bond, John Jaffray, Sam Miller, Linda Stabler, Gretchen Vap, Marge Wright, Pam Tennant.

**Treasurer's report** by Linda Balabanian. Six month financial highlights: pretty good year so far. Donation and fundraising revenue over budget (thanks to Dee Ray and the service auction). Sunday basket is on budget. Pledge revenue is under budget. Only 50% of budgeted pledges were received through December. Usually we have received 55% or more. Glaser Center net income is over budget. Rental revenue is over budget. Glaser Center expenses slightly over budget. Total expenses are under budget. Our net income is over budget. Paid off \$107K in member notes since paying off bank mortgage in 2013. 23 members hold member notes. Outstanding balance of \$351,000. Endowment fund is \$37,000 from individual trusts. It was a tough year for investments so we will not be requesting an endowment distribution for next year since there was no gain. Overall finances are stable but pledge revenue is way down compared to this time last year. A reminder to get those pledge payments in. The website makes it easy with automatic pledge payments from your checking account or credit card. Direct deposit helps maintain a steady cash flow and saves a lot of time. See Linda, Janis Brewster or Joe McCarty if you need assistance. Go to <http://uusantarosa.org/> and click on the green donate now button. No pledge drive this year. Pledges made are sustaining. Budget process continues as usual. Pledge increases support our mission and growth. We should expect our budget to increase because we are a growing congregation.

**Philanthropy Team Report** (Bill Haigwood): Team: Rev. Chris Bell, Erin Howseman, Linda Balabanian, Bill Haigwood, Natalie Brundred, Joe McCarty, Alan Bell. The team is developing a year-round stewardship program. They are exploring every avenue of giving. Pledging is important. It's important to give those who work for us a living wage. The team has the goal of sharing an inspiring vision worthy of our generosity and communicating opportunities for generosity throughout our community and outside.

**Presentation of the preliminary budget** – Terry Graham presented. Task force: Linda Balabanian, Janis Brewster, Terry Graham, Laura Jean Hageman, Kirsten Olney. This preliminary budget will be firmed up in the next two-three months. The pledge revenue

is \$477K, \$54K greater than FY15/16 budget. It's 6% greater than current estimate based upon "booked" pledges. No intern grant from UUA - \$2K. Miscellaneous increased revenue +\$6K which is fundraising, donations/gifts, Sunday basket, Adult RE; Reduced long-term rental income - \$15K (545 Mendocino tenant move). Increased support expenses +\$35K; increased staff hours (PT Bookkeeper, new position: \$19.5K, 15 hrs/week; Sexton, \$2K – budget increased to actual 28 hrs/week; Choir Director, \$1K, 2 additional summer weeks; staff salary increased, \$14K, assumes max 3%; What is different: repairs and maintenance +\$3K at 545 Mendocino, miscellaneous +\$5K, fundraising, leadership development, bank for paypal, advertising, property taxes, computer expense, dues UUA/PCD +\$420/+\$203. Future considerations: Assistant Minister \$25K-\$60K; full-time intern \$20K; Business Manager; non-recurring facilities improvements: Potentially funded outside budget – solar installation, new counter/sink in women's restroom, new carpets in social hall and common areas, second floor carpets, lighting, paint.

**Nomination and Election of Members of Board of Trustees:** Linda Harlow presented. There are two nominations that have been brought forward for the BOT. The BOT is comprised of 8-12 members. With a vote to accept the two nominations there will be 9 members. These are for 2 year terms with an option of a second one. **Nominated: Natalie Brundred and Michael Randolph. Andy Levine presented a motion to elect these two individuals. Motion seconded and was passed with all in favor.**

**Nomination and Election of Delegates to District Assembly and General Assembly:** **Nominated for District Assembly: Susan "Rabbit" Williamson, Andy Levine and Sharon and Joe McCarty.** A motion was put forward to accept these nominations. **Motion passed with all in favor.** There were no nominations for the General Assembly. Heather Mutz has volunteered to do an educational session on what it means to attend the General Assembly if someone wants more information. There is a bit of scholarship money to pay registration fees, but you have to be a delegate to get this money.

#### **Board Goal Group Reports:**

**Facilities Goal Group – John Jaffray presented.** The K&R Security of Petaluma proposal was approved. This will entail a video intercom for the front door, key card access system for external doors, an alarm system with motion detection and security cameras. Installation begins in the Spring.

Gretchen Vap presented the kitchen update. It's coming along nicely. Stainless steel counters and painting is all that is left to be done.

**Islamic Society:** They have given us notice to leave since they have purchased the building south of us. As a result, the BOT has set up a task force to look at this. A real estate agent who was consulted didn't think the space would be attractive to most renters. If the space can't be rented, the Glaser Center might be able to rent it. Can the congregation support the loss of this rent without a renter coming in? That's a question.

**Staffing Goal Group:** Presented by Linda Stabler. Members: Tom Bond, Sam Miller, Linda Stabler. The goal is to work with the Human Resources Committee to establish a more robust annual salary planning program and research UUCSR staffing needs for the future. If the annual salary plan is approved, 2016 raises for staff will include cost of living increases of 2.24%, merit increases based on performance levels, equity increases to better position some salaries on their pay ranges. A 5% retirement program implemented this year will continue next year. Future Human Resources Needs: Ministerial and staffing needs identified for next year, 5 years, and 10 years. Possible new positions researched: Assistant Minister, Financial/Operations Manager, Bookkeeper (this position has been approved for this coming year in FY16/17). Annual costs have been estimated for each position.

**Programs Goals Group Report** – Bill Haigwood presented. Long-term goal is to improve and widen our ministry's response to members and friends who suffer grief, loss, despair, loneliness, worry and trauma. In the Spring of 2016 members will be asked to participate in a survey on pastoral care. Other avenues of support: Milestones book, shared ministry, Caring Connections, support groups. Also looking to increase religious education programs and parenting classes and new ways to engage worship themes and topics. We are looking at ways members can assist in serving other members.

**Special Appreciations:** Gretchen Vap presented. Several times a year members who have gone above and beyond are recognized. This is a hard one because everyone gives so much. There were 3 people recognized at the last Congregation meeting who were not there – so to honor them today: Carol Kraemer, Roger Corman, Art Rosenblum. Today being recognized: Ted Miller, Joe McCarty, John Ray, Dee Ray, Sharon McCarty.

**Closing Words:** Reverend Chris Bell. Very good meeting. Thank you for being here and ended with a prayer.

**Meeting Adjourned at 12:30. Next Congregational Meeting will be in the Spring, June 12, 2016.**